

FRANCISCAN PRIMARY SCHOOL
MINUTES OF THE SUMMER TERM MEETING OF THE BOARD OF GOVERNORS
HELD ON TUESDAY 12TH JUNE 2018

Part 1

Governors present:

Patricia Andre-Watson	PAW	Headteacher
Kathy MacLean	KM	Chair
Anthony Beaumont	AB	Parent
Joseph Bolt	JB	Staff
John Locker	JL	LA (from 7.00pm)
Marian Thompson	MT	Co-opted
Yasmin Talsi	YT	Co-opted
Kim Caddy	KC	Co-opted (from 6.30pm)
Hannah Berridge	HB	Co-opted (from 6.20pm)

In attendance:

Diane Fawcett	DF	AHT, Adviser
Jackey Wilson	JW	AHT, Associate member
Rubina Patel	RP	AHT, Associate member
Joanna Gibbons	JG	SBM and Adviser
Jayan Patel	JP	Associate member
Janet Ketibuah	JK	Children's Centre Manager

Elizabeth Nasse (Clerk). EN

Documents Circulated prior to the meeting:

Item	description
5	Paper 5 - Franciscan FGB meeting Part 1 Minutes 26.3.18 final draft
6	Paper 6 - FPS HRG June 2018 final
7	Paper 7 - NoV Spring 2018 Franciscan
8	Paper 8i) - Franciscan C&SEN Minutes 10.5.18 - final draft
8	Paper 8ii) - Franciscan CFC final draft 22.5.18
8	Paper 8iii (a) - Final Year end accounts 2017-18 vs 2018-19 budget 1.6.18 v2
8	Paper 8iii) - Franciscan F&P meeting 20.3.18 - final draft Part 1RevA
10	TRUST SCHEME OF DELEGATION 2017 18
12	Paper 12 - FPS for S11 Action Plan 2018

The meeting opened at 6.10pm and was quorate.

1. Apologies

Apologies for absence were accepted from Brinda Granthrai (BG) and Maria Lambert-Carter (MLC). Sunil Patel did not attend the meeting.

2. Declarations of Interest

There were no declarations of interest in any items on the agenda.

3. **Register of Business Interests, DBS checks, Edubase**

JG confirmed that these were all up to date.

4. **Children Looked After (CLA) – designated governor**

PAW outlined the role of the CLA designated governor and YT agreed to take on the role.

KM also reminded governors that the GB needed a representative to join the Children's Centre Advisory Board. JP agreed to join the board.

Action JK to forward dates of CC board meetings to KM/JP.

5. **Minutes of Part 1 of the previous FGB meeting 26.3.18 and matters arising**

Page 3, final question - JG reported that new contracts will be issued on 31st August. Governors agreed the Part 1 minutes, subject to amendment of the wording of Action 4 (below). KM signed the minutes and JG retained them for filing.

Actions from the previous meeting:-

Action 1 - JG to ensure that database is updated with new governors – **Done.**

Action 2 - EN to include CLA agenda item for next FGB meeting – **Done.**

Action 3 - MT/JG to obtain letters of consent from existing PTFA account signatories – **ongoing, but contact is being progressed.**

Action 4 - DF to update class lists for hosting governor visits. New governors to attend induction training – **ongoing and reported on in item 9.**

6. **Headteacher's Report to Governors and update on progress on SDP priorities**

PAW reported that the SDP priorities relating to academisation were in the final stages – JG and Geraldine had made regular visits to Graveney to familiarise themselves with the MAT finance systems.

PAW discussed her report and highlighted the following:

Middle leadership:- areas for development: literacy -to ensure all children are reading with an adult in school at least once a week; in maths providing opportunities to demonstrate mastery and mastery at greater depth, especially for EAL and PP pupils; in science more evidence of the use of scientific language, especially for PP pupils to demonstrate greater depth.

Teaching and Learning: - ensuring there is good or better teaching across the school – PAW commented that the presentation in some of the books is excellent, but the children need to be responding to marking and self assessing consistently.

Personal development, Safety & Welfare: - ensuring consistency in behaviour management across all staff and development of PATHS – PAW commented that PATHS sessions are being tailored to suit classes so that themes are not repetitive; adults in the playground are being more proactive in stepping in before incidents occur; pupils are thinking before they act and are better able to communicate their emotions; the EWO is working well with parents to improve attendance.

Outcomes: - ensure greater challenge for high ability (HA) pupils- PAW reported that there is evidence of HA pupils being challenged in writing to achieve greater depth. PAW further explained that the EYs and Year 6 work had been externally moderated this year; teachers had reviewed their judgement with moderators; the moderators had agreed with the school's judgements.

Q: What had the school learned from the moderation?

A: JW replied that teachers should be confident about their own judgements and not be too conservative. DF added that the school is building up a portfolio of the children's work that can be used for comparison at different attainment levels.

Equality Objectives: PAW reported that girls are still generally out-performing boys, but their rates of progress are the same; however in Reception boys are outperforming girls in literacy.

The gap between PP and non-PP pupils varies across year groups e.g. in Reception and Year 2, PP are out-performing non-PP pupils.

PAW commented that as the numbers of children in some ethnic groups are very small it is hard to compare relative attainment and progress levels.

Children's Centre: JK talked explained that the main challenge for the CC is to increase the number of families who are 'strongly engaged' (6 or more visits to the CC). JK added that this is a particularly challenging, as those who may engage more are often families in temporary accommodation and may be moved. JK explained that the figures are disappointing, but reported that staff are working hard to improve them. JK reported that the CC regularly seeks feedback and levels of satisfaction with the service are generally high.

JK reported that some of their volunteers (parents) have been successful in finding employment. JK explained that the CC will be carrying out self-evaluation, which will be shared at the next meeting.

Q: How are the volunteers recruited and what do they do?

A: JK replied that the CC has 10 different volunteer roles e.g. admin, childcare etc. and the volunteers are generally recruited from the users (parents/carers).

Early Years: JW reported that the children in EYs had been very proud of their independent learners projects – notably their work in the garden. JW added that the children had also particularly enjoyed Science week. JW reported that parents had enjoyed working with their children in school and appreciated having the opportunity to see what happens in school.

Q: How many parents attended?

A: JW replied that the parents of about half the cohort had attended.

JW reported that the Nursery is full for September, so there will be no January intake.

Okeburn Phase Leader - DF reported that the Year 6 children had worked very hard for the SATs. Results will be published in July. The pupils are now looking forward to the end of year production and PGL trip.

Q: How many staff attend the PGL trip and what do the children do who don't attend the trip do in school?

A: DF replied that 4 members of staff attend PGL and the pupils who stay at school are given fun activities.

7. **SIP report**

PAW explained that the SIP had agreed with the school's judgements. There were no questions from governors on the SIP report.

8. Reports from committees

a) C&SEN (final draft minutes 10.5.18)

In MLC's absence, KM explained that the committee had looked at data from EYs to Year 6, had identified gaps and discussed what plans were being made to close them. Work plan actions (observational visits) have been progressed.

b) CFC (final draft minutes 22.5.18)

In BG's absence, JB reported on the issues that the committee had discussed, including the need to formalise handover of knowledge of children's medical needs to supply staff; an update on income generation and savings across the school and 'Stonewall' materials. JB also reported that BG had undertaken a H&S tour, the committee had reviewed behaviour and attendance data, had approved the admissions policy and had reviewed how the school was progressing compliance with GDPR. The late collection fee policy will be discussed at the next CFC meeting.

c) F&P (final draft minutes 20.3.18 plus draft budget discussed at F&P 5.6.18)

JL reported that the committee had reviewed the final accounts for 2017/2018 and explained that expenditure had been less and the income had been more, so the carry forward had been larger than expected. However, because total pupil numbers will continue to fall (higher pupil numbers leaving Year 6 being replaced by lower incoming Reception numbers) the cost reduction programme is still needed.

The school expects around 30 pupils to start in Reception in September and this has been factored into the draft 2018/2019 budget.

JL reported that the committee had also reviewed the draft academy budget 1st September 2018 to 31st August 2019 and recommended approval of the draft budget to the FGB.

JL highlighted that there would be a small in year surplus in 2018/2019, but a predicted in year loss of £175K in 2019/2020. JL explained that the budget could be managed through staff turnover and reducing class numbers if necessary. JL added that the committee had also discussed increasing the Nursery intake (there is currently a waiting list) and possibly moving older Nursery children into a 'pre-reception' class to boost pupils numbers. All agreed that this was worth exploring; a decision would need to be made in October, to allow a January intake in Nursery.

Action: to review the feasibility of increasing nursery numbers.

Governors approved the draft budget for recommendation to the Graveney MAT.

9. Governor visits and training

YT reported that she had visited Years 5 and 6 during Science week. YT reported that the pupils had been really engaged and well behaved. Governors thanked JB for all his efforts in making Science week such a success.

KM reported that she had visited to review the teaching of phonics before half term and had been impressed with the children's progress.

KM also reported that she had attended the last Chairs' briefing.

PAW reported that KM had monitored the school's SATs arrangements.

AB, JP and YT had attended governance induction training and reported that they had found it very useful. HB will also attend this course.

10. Academisation update/CTA

KM reported that the process was nearing completion and that the TUPE meeting that had been held on 7th June had gone well; the meeting had been well attended.

The draft Commercial Transfer of Assets (CTA) contract from Philip Moss will be forwarded to governors on 12th June.

Action – governors to forward any questions on the CTA to PAW.

KM reported that the Trust's Articles will need to be updated to include things that are pertinent to the Children's Centre and Nursery.

Review governance structure (Graveney document)

KM reported that the MAT had stated that they are happy for the Franciscan governing board to remain largely as it is now, but Graham Stapleton will join the Franciscan board and PAW will join the Trust board.

KM explained that Franciscan's F&P committee will be able to recommend approval of financial matters to the MAT board, but decisions will be made by the MAT.

Governors reviewed the existing Trust scheme of delegation and agreed that it needed to be updated to reflect the structure of Franciscan's GB.

Action: KM/PAW will ask for an updated version of the document and governors to forward further questions to KM/PAW

Q: Would Franciscan be able to have representation on the MAT's recruitment panel?

A: KM replied that most recruitment would be delegated to the Franciscan GB, except for the recruitment of HT/SLT/ senior admin leaders. KM thought that any Franciscan representation on the MAT recruitment panel would be advisory rather than decision making.

11. Restructure update

PAW explained that the restructure would be finalised over the next few weeks. Staff have received voluntary redundancy confirmation letters from Wandsworth. PAW reported that one member of staff had been made redundant.

12. Safeguarding Update – Action Plan

PAW explained that the school had drafted an action plan following the Spring term audit. Five actions around additional staff training had been identified. One of the main priorities is to ensure that staff who start after September are trained; this may include on-line training.

KC reported that she will arrange a visit to the school to look at the single central record (SCR).

13. Prepare Governance Statement (or Impact Statement)

KM explained that she would like to draft an Impact Statement for this year and requested input from governors before the end of June.

Action: KM to circulate previous version to governors and governors to forward content.

14. Any Other Business

KM confirmed committee membership for new governors:

YT – C&SEN

JP – CFC and C&SEN

HB – CFC and F&P

PAW invited governors to the Summer Fair on 29th June and Year 6 production on 11th July.

KM thanked staff for their contribution to the school and to the HRG.

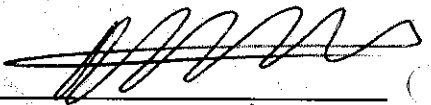
15. Date and Time of Next Meeting

The next FGB (business) meeting will include a visit to the school – 1.30pm, followed by FGB at 4.00pm on 27th September 2018.

This part of the meeting ended at 7.50pm.

JG, JB, JW, DF, RP, JK and MT left for Part 2. .

Minutes of the full governing body admin meeting approved: _____



Vice Chair

27/09/18

Date

Actions from the meeting:-

Action	ref	description	By	date
1	4	JK to forward dates of CC board meetings to KM/JP.	JK	Next term
2	8c)	To review the feasibility of increasing nursery numbers.	All/ F&P	Oct.
3	10	Governors to forward any questions on the CTA to PAW.	All	ASAP
4	10	KM/PAW will ask for an updated version of the governance document and governors to forward further questions to KM/PAW.	KM/ PAW	ASAP
5	13	KM to circulate previous version (impact statement) to governors and governors to forward content.	KM	June